



# e-BIDDING SYSTEM v2.0 QUICK GUIDE

### **Enhanced Process Flow**

### Step 1

Bidders will receive an autogenerated Bid Invitation thru email

### Step 2

- Bidders to accept/ decline the bid invitation
- Please note:
  Only bidders who accepted the invitation/clicked the link are allowed to join the bidding.
- If you wish to decline, please provide reason for non-participation.

## Step 3

After bid invitation acceptance, login in the system using your credentials

Please note

- · Your email is your username
- One password per user account . (defined by user) ■ For first-time users,
- initiate password reset before you loain. (follow our system step by step instructions that will be sent thru email)
- If you wish to change your password, go to "My Account"

### Step 4

After successful login, click the Bid Event No. of the Project/requirement you wish to join to see its details.

- Please note:
   ACTIVE status means you already accepted the bid invitation, and can join on the given schedule.
  • PENDING status
- means you have not yet accepted the bid invitation. Hence, you are not allowed to join the bidding.
  • In case there are
- required documents for submission/ attachment in the system, when you access an event, you should submit prior to Bid Start date & time. Otherwise, you will be not allowed to join the bidding

### Step 5

Wait for the Bid Event Schedule and bid.

Please note: You can only input prices on the given bid event

- schedule. After the bid event has been closed, you will receive a system generated notification email
- For status and other queries, please contact the assigned buyer.

**Bid Invitation** 

2. Bid Event/ Project

Items for bidding

(can show up to

Acceptance link

10 items only). 5. Bid Invitation

Bid Event No.

Description

Bid Event

Schedule

6. Bid Invitation

decline link

information

information

Downloadable

7. Assigned buyer's contact

3.

### **BIDDING EVENT INVITATION**



Thu 01/14/2021 9:49 AM

Ebid Support < Ebid. Support@globalpower.com.ph> [System Generated] Bidding Invitation - BID-EVENT-0000001143

- To mariepedreso@gmail.com
- Pedroche, Rowel C.

Dear Sir/Madam,

Congratulations!

You have been selected as one of the bidders to join BID-EVENT-000001143 : T21-PRF-1063 REPLACEMENT PARTS FOR MKK PURIFIER . Bidding will be thru GBP's e-Bidding System, with schedule as follows:

BID EVENT START DATE/TIME : Thu, Jan. 14, 2021 / 10:00 AM BID EVENT END DATE/TIME : Thu, Jan. 14, 2021 / 11:00 AM

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Item/s for bid:

- BEARING, RECEIVER: UPPER, FOR MITSUBISHI SELFJECTOR PURIFIER SJ-6000, P/N 6013009, MFR MITSUBISHI KAKOKI KAISHA BEARING, RETAINER: UPPER, FOR MITSUBISHI SELFJECTOR PURIFIER SJ-8000, P/N 8013012, MFR MITSUBISHI KAKOKI KAISHA
- OPERATING WATER RETAINER, PART NO. 6016004, FOR MITSUBISHI SELFJECTOR PURIFIER SJ-6000 AND SJ-8000
- NOZZLE, DISTRIBUTING, PART NO. 6016010, MFR MITSUBISHI KAKOKI KAISHA, FOR MITSUBISHI SELFJECTOR PURIFIER SJ-6000 NOZZLE, DISTRIBUTING, PART NO. 8016002, MFR MITSUBISHI KAKOKI, FOR MITSUBISHI SELFJECTOR PURIFIER SJ-6000
- PUMP, GEAR, MFR MITSUBISHI KAKOKI KAISHA, FOR MITSUBISHI SELFJECTOR PURIFIER SJ-6000 COMPLETE ASSEMBLY

To accept e-Bidding Invitation, please click this link: https://e-bid.globalpower.com.ph/index.php?command=registration&&action=Accept&&BidCode=BID-EVENT-0000001143&&uid=851c85832502fce9a4095fdf09a3de5b

To decline e-Bidding invitation, please click this link:

https://e-bid.globalpower.com.ph/index.php?command=registration&&action=Reject&&BidCode=BID-EVENT-0000001143&&uid=851c85832502fce9a4095fdf09a3de5b

Should there be any clarifications, please download Quick Guide and FAQs and/or send an email to assigned buyer, Rowel Pedroche (Rowel.Pedroche@globalpower.com.ph)

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Sincerely,

GBPC - Supply Chain Management

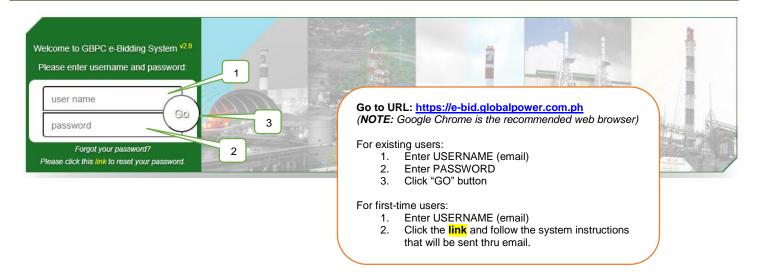
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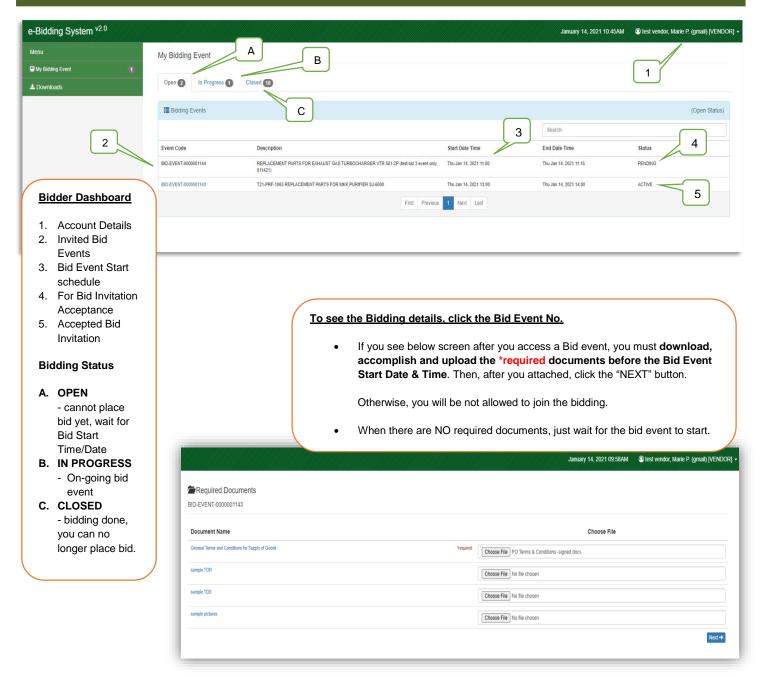
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## **HOW TO LOG IN**



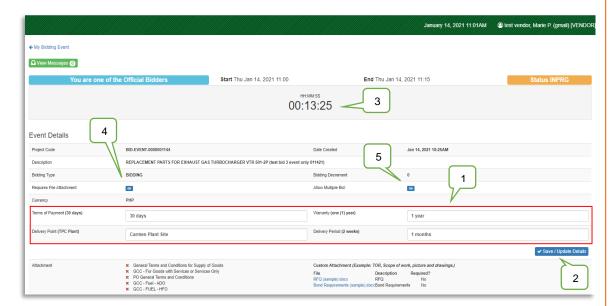
### **BIDDER DASHBOARD**

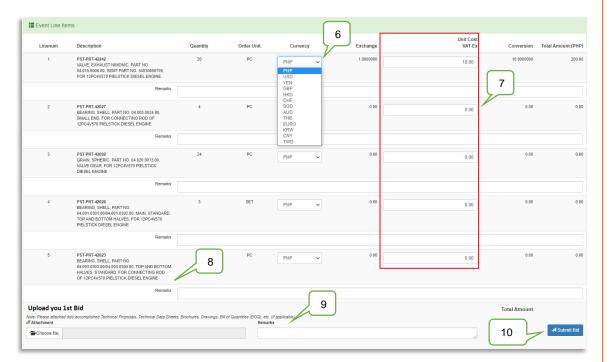


## **HOW TO BID**

### REMEMBER:

- If the bidding has not yet started or in OPEN status, the currency, unit cost, and attachment fields will not be available.
- You can only place bid in INPRG status.





# e-bid.globalpower.com.ph says Are you sure you want to upload? OK Cancel e-bid.globalpower.com.ph says You have successfully submitted your bid.

- Provide your Terms of Payment, Delivery Point, Delivery Period and Warranty
- Click Save/Update
- The time display is the number of hours/minutes/ Seconds left to place bids.
- 4. File Attachment
   If "ON" bidders
  cannot submit bid
  unless attachment
  has been
  provided (e.g.
  quotation,
  brochures,
  drawing, BOQ,
  etc.)
  -If "OFF" attachment is not
  required.
- 5. Multiple Bid
   If "ON" Vendor
  can place
  unlimited number
  of bids;
   If "OFF"
  Bidder can only
  place one bid,
  which means it is

their <u>first and</u> <u>final bid.</u>

- 6. You may bid in different currencies. But it is advisable to use a single currency per bid event (net of all taxes).
- 7. Place Price Offer
- You can put Remarks per line item.
- Remarks field applicable to all line items.
   If For importations, cost of Freight, Insurance, etc. may be placed.
- Click "Submit Bid"
- 11. You will be prompt to confirm just click "**OK**"
- 12. You will be prompt that your bid has been accepted, just click "OK"
- Vendor is no longer allowed to place a bid once the bid event status is "CLOSED".